

25 March 1965

Colonel White:

STAT  will be briefing you this afternoon on the Plans and Review Staff.

The record of his briefing of 9 October 1964 is attached. At that time you established tentative deadlines for completion of a comprehensive manpower programming exercise and for updating a paper on the JOT requirements for FY 1966. You also asked Bill to establish tentative deadlines on the other tasks listed in paragraph 3 of his paper entitled "Future Activities of PRS", also attached.

The manpower programming exercise has been submitted to BPAM. Bill is pushing  to complete the paper. The JOT paper will be ready by 15 April. Bill said that he could not obtain current information in time to complete this job by the tentative 15 February deadline.

Bill is bringing with him this afternoon a memo in which he establishes deadlines for the other items.

✓  
VRT

STAT

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1/6/65

STAT

Mr.

STAT

STAT

The first of Mr.  
 papers was due on  
31 December; however your  
note to me states that the dates  
are "iffy" and  was to let  
us know. Have you heard anything  
from him about this?

Miriam

(See:  
DD/S 65-1043  
on 3/1/65)

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TRANSMITTAL SLIP		DATE
To: .		
Miriam		
ROOM NO.	BUILDING	
REMARKS:		
<p>I suspended this to you for 31 Dec 64 and 28 Feb 65, but on looking it over I think you will still have to check with Mr. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px; vertical-align: middle;"></span></p> <p style="text-align: right;">Marian</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

☆ GPO : 1957—O-439445

(47)

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INFORMATION

MR. BANNERMAN 

(Colonel White has seen)

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DD/S 64-5333

DD / S R E G I S T R Y

F I L E

1 4 OCT 1964

## MEMORANDUM FOR THE RECORD

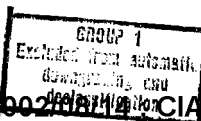
SUBJECT : Office of Personnel Briefing - Plans and Review Staff  
on 9 October 1964

1. Present were: Colonel White, Emmett Echols, [redacted] and the undersigned.

2. Mr. [redacted] briefed the group following generally the attached outline. Colonel White expressed particular interest in items 3a and 3d and it was agreed that reports of progress or completed action would be ready by 31 December 1964 and 28 February 1965 respectively. Mr. [redacted] will also suggest target dates for reporting about items 3b, -c, -e, and -f.

3. Colonel White expressed an interest in discussing with the Directors of Personnel and Training the possibility of finding some way to take advantage in the instructional field of the years of training and experience accrued by senior officers of the Agency. Referring to a conversation he had recently with one such individual, Colonel White explained that there are probably numbers of senior officers who have had full and productive careers in Agency operations who might make a significant contribution to the teaching and training of young officers if there were some way that they could continue to be paid at their supergrade levels without encumbering ceiling positions in the Office of Training and thereby blocking the progression of regular Office of Training careerists. This should not be regarded as a pasture for the semi-retirement for old-timers during their twilight-employment years, but should be a means by which carefully selected and properly motivated senior officers could continue to make a maximum contribution to the objectives of the Agency without continually subjecting them to the rigors of highly demanding operational activities.

4. In discussing the JOT and proposed Executive Development Program, Colonel White reiterated his continuing interest in developing a system whereby professional employees can be given rotational assignments across Directorate lines. Every time he speaks to students in the Midcareer Course Colonel White is questioned about the feasibility of arranging individual career development programs which would include this type of experience. Not only is

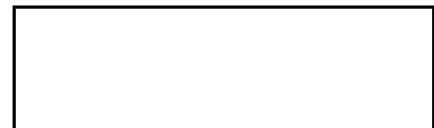
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it true that individual career development programs fail to contemplate rotational assignments within or across Directorates but it is also true that there is no way for the individual to request that he be considered for such a development plan.

5. In discussing the JOT Program it was mentioned that the Deputy Director for Plans has presented a paper to the Office of the Director suggesting that the input of junior professional employees for the Clandestine Services be substantially reduced during the next two fiscal years in order for the Deputy Director for Plans to realize the objective of reducing his personnel strength to his established ceiling. Those present agreed that this proposal is extremely shortsighted and, if acted upon, could seriously hamper the effectiveness of the Agency in the future as well as present problems of personnel management equally as difficult as those which are now causing the proposal to be put forward.

6. After the briefing about the activities of the Plans and Review Staff the Director of Personnel presented a chronological review of meetings and topics discussed by the Personnel Advisory Board, indicating that he was very much disappointed by the lack of effectiveness of the Personnel Advisory Board and pointing out that it is not serving the purposes for which it was established. Before challenging any of the other Deputy Directors about the caliber of their representation on the Board, it was agreed that the Director of Personnel should make every effort to present to the Personnel Advisory Board more challenging problems and matters for policy consideration of greater Agency significance.



Special Assistant to the  
Deputy Director for Support

25X1

Attachment  
As stated

cc: Director of Personnel  
Chief, Plans and Review Staff

SA-DD/S:RHW:fmf (13 Oct 64)

Distribution:

1 - Orig - DD/S Subject w/att

1 - DD/S Chrono

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9 October 1964

Future Activities of PRS

1. Regulations (3 officers - 1 clerk)

Continue present activities with special emphasis on rescinding or updating all obsolete regs, notices & OPM's.

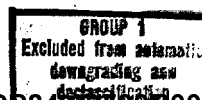
2. Technical Assistance ( 1 Officer)

- a. Comprehensive survey of BSD, with special emphasis on Insurance Branch, to determine how records can be streamlined thru systems analysis and data processing applications. Year long survey will also include overseas medical program, casualty benefits, counseling, retirement, credit union, and central processing branch records.
- b. Support Office of Personnel in other technical matters such as locator system, recruitment brochure, revision of forms, etc.

3. Planning (4 officers - 2 Clerks)

- 31 Dec →
- a. Conduct a comprehensive manpower programming exercise that will provide a guide for annual recruiting staffing targets and a basis for subsequent auditing of results.
  - b. Complete the work of the Records Task Force which surveyed OP's responsibility for record keeping and the conceptual basis for its records system. The Task Force has made recommendations now being considered which should lead to ADP applications that will improve the system. In the next several months the Task Force should do a similar survey of the personnel reporting system.
  - c. Materials have been received from the Career Services detailing their policies and practices on promotions. These have been reviewed and the next step is in order -- discussions with individual services on any special areas that warrant attention such as promotions to GS-8 and 10.
  - 15 Feb → d. Update the JOT paper to ascertain what adjustments should be made in the program objective for FY'66.
  - e. Update materials in support of an executive development program.
  - f. Prepare background studies that will highlight foreign language skills in the Agency and formulate constructive policy proposals in this field.
  - g. Prepare a variety of other studies, reports, staff papers, etc.

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MEETINGS

of

PERSONNEL ADVISORY BOARD

<u>Date</u>	<u>Meeting</u>	<u>Agenda</u>	
	Special	Select nominee for W. A. Jump Award	
27 Nov 62	1st	Review proposed [ ] <u>Step Increases</u> Review proposed system for monitoring the <u>Fitness Report program</u> Discuss possible <u>topics for future meetings</u>	25X1
21 Feb 63	2nd	Coordinate proposed Notice on <u>Quality Increases</u> Coordinate revisions to [ ] <u>Fitness Report</u> Discuss criteria for participation in the <u>CIA retirement system</u>	25X1
12 Apr 63	3rd	Discuss proposed DD/P memo to supervisors re <u>preparation of Fitness Reports</u> Discuss possible statutory changes affecting <u>step increases</u>	
26 Apr 63	4th	Briefing by Chief of Personnel Recruitment Division on <u>"100 Universities" program</u> Briefing by Chief of BSD on Agency's <u>recreation program</u>	
11 Jul 63	5th	Discuss proposed [ ] <u>Civilian Reserve Program</u> Coordinate proposed Notice to all supervisors re <u>preparation of Fitness Reports</u>	25X1
27 Sep 63	6th	Coordinate [ ] <u>Civilian Reserve Program</u> Briefing by M [ ] on <u>DD/I Vacancy Notice System</u> Discuss staff paper on <u>personnel records</u>	25X1 25X1
17 Oct 63	7th	Discuss motion of Honor & Merit Awards Board re <u>monetary awards</u> Review staff paper on <u>"Recruitment of Young Officer Personnel"</u>	
30 Mar 64	8th	Coordinate proposed Notice [ ] <u>Time Between Assignments for Travel and Leave</u>	25X1
25 Jun 64	9th	Consider proposals for <u>membership drive for Employee Activity Association</u>	
8 Oct 64	10th	Coordinate proposals to implement <u>Civilian Reserve Program</u>	

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